

Custodial Services

Core Custodial Duties	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Empty trash and recycle baskets	1			
Empty full brute barrels into dumpster	As needed			
Clean & Disinfect drinking fountains	1			
Dust wall-hung articles in lobby and conference rooms			1	
Sweep and damp mop or vacuum stairwells		1		
Dust handrails and banisters		1		
Vacuum walk-off mats at facility entrances	1			
Mop/sweep floor areas in all building entrances	1			
Dust file cabinets, partitions, etc./ but NOT personal offices			2	
Dust windowsills in lobby and public areas		1		
Dust windowsills throughout the rest of the building			1	
Wipe cobwebs from walls & ceiling			1	
Dust mini blinds throughout the building	As needed			
Dust all air grills, vents & ducts	As needed			
Keep custodial areas neat and swept	As needed			
Pest Control			1	

	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Restrooms				
Dust and wet mop	1			
Clean & disinfect lavatories	1			
Clean & disinfect counter tops	1			
Clean & disinfect urinals-stools	1			
Clean mirrors and shelves	1			
Clean & fill all dispensers	1			
Clean walls and partitions where soiled by daily use	1			
Wash stall doors			1	
Dust all air grills, vents and ducts			1	
Sweep floors	1			
Dust all ledges and windowsills		1		
Pour bucket of water down floor drains in bathrooms		1		
	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Carpet				
Vacuum all open areas and hallways	1			
Vacuum under all desks, computers, tables and all other furniture in conference rooms, offices and office cubicles		1		
Vacuum all edges and corners in public areas			1	
Remove spots (if possible)	As needed			
Bonnet carpets	As needed			

Window Cleaning	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Spot-clean lobby doors (interior) and glass partitions	As needed			
Clean entrance door glass	As needed			
Clean lobby window glass	As needed			
Clean exterior outside ground level windows				2- weather permitting
Hard Surfaces	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Dust mop (sweep)	1			
Damp mop	1			
Spray buff		1		
Exterior of the Building	Times Per Work Day	Times Per Week	Times Per Month	Times Per Year
Empty outside cigarette and trash containers	1			
Raise and lower flag	1			
Debris pick up on the grounds	1			
Additional services are available / quote provided upon request				
Examples: Carpet Cleaning Hard Floor Polishing Event Set-up Moves				